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From: Nassif, Julianne (DPH)
Sent: Wednesday, December 03, 2008 9:30 AM
To: O'Brien, Elisabeth (DPH)
Subject: RE: Mailbox request

I think druglaboratory@state.ma.us is a fine name. It is appropriate for all to have write abilities (with some guidance). This will be an official response from the laboratory so it needs to be well thought out, messages should have some consistency i.e., everyone follows the same policy and have the appropriate professional tone. I do have some reservations about possible response from a few staff, but if you can guide them prior to implementation - it should be fine.

Julie

From: O'Brien, Elisabeth (DPH)
Sent: Wednesday, December 03, 2008 9:03 AM
To: Nassif, Julianne (DPH)
Cc: Salemi, Charles (DPH)
Subject: FW: Mailbox request

Julie-

What do you think about this? Should it be called "Drug Lab" or "Drug Laboratory" or something else? Also the following people can be considered evidence officers as they can function as such if needed: Steve, Shirley, Della, Chuck, Me. Should all be included as able to use the e-mail or is that too many?

Thanks,
Betsy

From: Erskine, Warren (DPH)
Sent: Tuesday, December 02, 2008 2:59 PM
To: O'Brien, Elisabeth (DPH)
Subject: Mailbox request

Hi Elisabeth,

I have received a request to create a mailbox for the drug lab.

Would you please send be the following information:

Preferred incoming Internet address that will be used in the format mailboxname@state.ma.us.
Preferred Email address listing in the format "DPH-mailbox name (DPH)" to be used in the Global Address List.

A list of the staff that will be opening the mail.

A list of the staff (if any) that will be replying to mail using the mailbox name as the "From:" address.

If you have any questions please give me a call at 6687.

Thanks,

Warren

Warren Erskine

Systems Engineer
Information Technology Services
Massachusetts Department of Public Health

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